

ICF/DD - HABILITATIVE MEDICATION TRAINING PROGRAM PLAN CHECKLIST

INSTRUCTIONS

Correct administration of medication is one of the most important aspects contributing to the health and well-being of your consumers. To facilitate the development of your medication training program for your direct care staff, the following suggestions are provided:

- Begin with course objectives. Throughout the document follow the same format.
- Avoid overly technical wording and excessive abbreviations.
- Check for spelling, grammatical, and typographical errors. Use a 12-point font throughout the document.
- Note that section numbers are referenced on the checklist. Also referenced in each section are additional regulations from Title 22 and the Code of Federal Regulations which will assist in development of your training program.
- Use the checklist below to ensure all areas are covered by inserting the page number in the left column.
- The information in [] are guidelines to assist in the development of your medication training program.

PAGE NUMBER	REQUIREMENTS	MET	NOT MET	COMMENTS
MEDICATION ADMINISTRATION TRAINING PLAN: Sections 76876 (f)(1) (A-K) The facility has a medication training program which will be taught by an RN and/or consulting pharmacist which includes:				
	Section 76876 (f)(1)(A): Use, action, side effects of drugs used in facility. <i>[INCLUDE AT LEAST 5 DRUG CLASSIFICATIONS SUCH AS ANTI-CONVULSANTS, ANTIBIOTICS, ANTI-ANXIETY, ANTI-PSYCHOTICS, ANALGESICS.]</i>			
	Section 76876 (f)(1)(B): General practices and procedures for administering medications. Provide step-by-step procedures for administration of oral, rectal, eye, ear, nose, and topical medications. Follow the suggested example below: <u>IV. POLICIES AND PROCEDURES:</u> a. Check orders. b. Wash your hands. c. Gather equipment. d. Explain procedure to client. e. Provide for privacy, if applicable. f. g. <i>Reference: Section 76876 and 76895</i>			
	Section 76876 (f)(1)(C) Prescriber's verbal orders.			

PAGE NUMBER	REQUIREMENTS	MET	NOT MET	COMMENTS
	<i>Refer to section 76896(d)(1-3)</i> <i>[STATE THE CONDITIONS UNDER WHICH STAFF CAN ACCEPT VERBAL ORDERS FROM PHYSICIANS.]</i>			
	Section 76876 (f)(1)(D) Establish protocol and time-lines for: Automatic stop orders. <i>Reference: Section 76897</i>			
	Section 76876 (f)(1) (E) Establish protocol and time-lines for: Medication storage, labeling. <i>Reference: Section 76900, Section 76901, 76902</i>			
	Section 76876 (f)(1)(F) Establish protocol and time-lines for: Disposing of unused, outdated medications. <i>Reference: Section 76903</i>			
	Section 76876 (f)(1)(G) Establish protocol and time-lines for: Documenting medications and treatments. <i>Reference: Section 76896, Section 76899, Section 76901, Section 76902</i>			
	Section 76876 (f)(1)(H) Requirements for documentation and physician notification of medication errors. <i>Reference: Section 76876 (h) and Federal Tag W374</i>			
	Section 76876 (f)(1)(I) Metric and apothecary dosages. <i>[PROVIDE BASIC CONVERSIONS FROM A RELIABLE SOURCE (I.E.: NURSING TEXTBOOK, DRUG HANDBOOK)]</i>			
	Section 76876 (f)(1)(J) Common abbreviations used in medication administration. <i>[IF ABBREVIATIONS ARE USED IN THE TEXT OF THE TRAINING PLAN, THESE ABBREVIATIONS SHOULD BE INCLUDED IN THIS SECTION.]</i>			
	Section 76876 (f)(1)(K) Locating, using reference materials. <i>[REFERENCE 2 OR 3 CURRENT BOOKS AND THEIR LOCATION IN THE FACILITY.]</i>			
	Section 76876 (f)(1)(3) Indicate how the facility RN will certify the staff person's proficiency in administering and recording the drugs given and where documentation of proficiency is recorded.			

MEDICATION TRAINING PROGRAM PLAN (Continued)

[THE FOLLOWING ADDITIONAL INFORMATION IS PROVIDED TO ASSIST IN THE DEVELOPMENT YOUR MEDICATION TRAINING PROGRAM PLAN]

I. FIVE RIGHTS OF MEDICATION ADMINISTRATION:

Practice the rules for giving medications safely:

1. Are you giving the medication to the **right person**?
2. Are you giving the **right medication**?
 - Compare the pharmacy label, the order and the medication sheet. If there is a discrepancy, DO NOT GIVE THE MEDICATION. CONTACT THE RN.
3. Are you giving the **right dosage**?
4. Are you giving it at the **right time**?
5. Are you giving by the **right route**?

II. PERFORM THREE CHECKS

Prior to giving the client his/her medication,
Check the label THREE times:

1. When removed from the cabinet.
2. Before opening.
3. As you put it away.

III. CONTROLLED DRUGS: (refer to Section 76902 and W385)

Provide training in the definition of controlled drugs including the following:

1. The schedules of medications and the reasons they are tightly controlled.
2. Methods of storage.
3. Methods of securing the medications.
4. Documentation specific to controlled drugs.